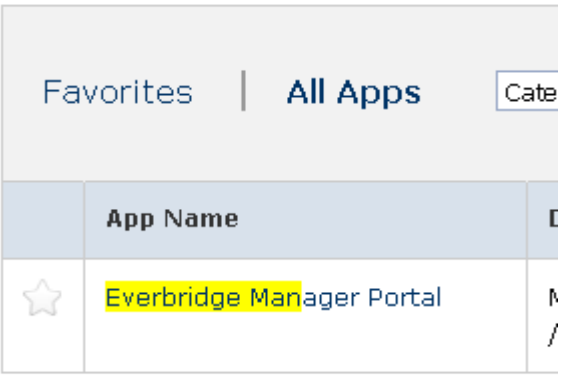


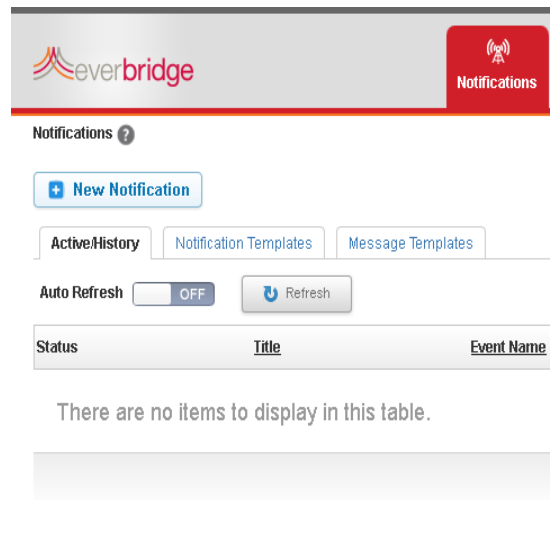
**How to send a notification on Everbridge via web browser**

Instructions:

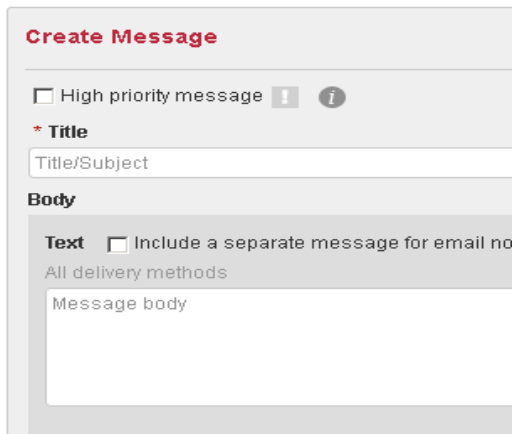
1. Log into MyAccess and select 'Everbridge Manager Portal'.



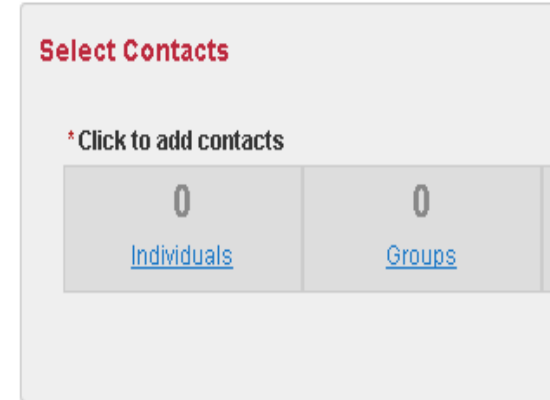
2. Click on the notifications tab and select 'New Notification'

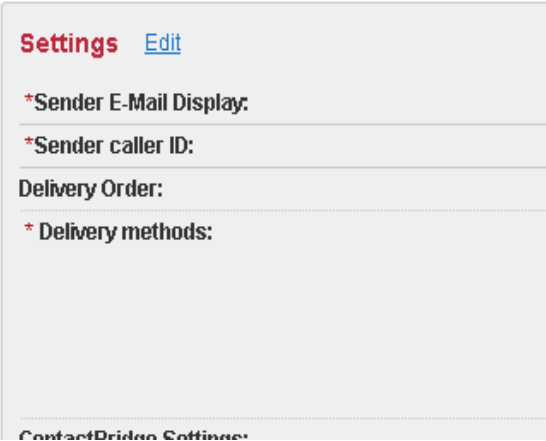
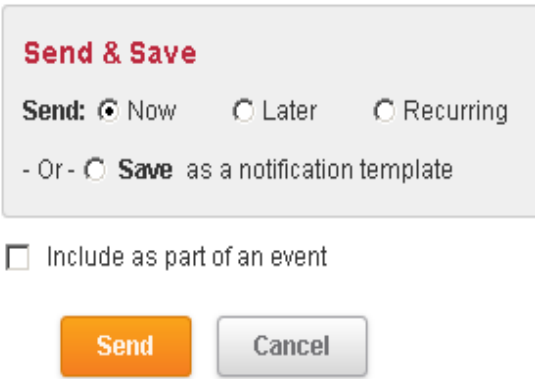
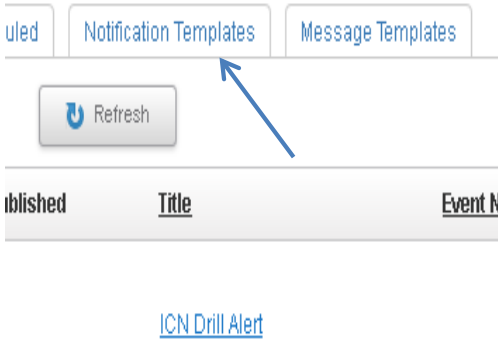
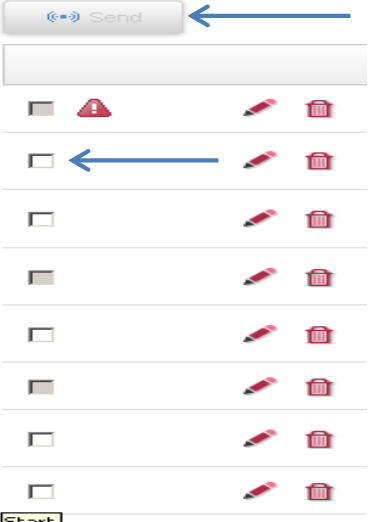


3. Choose the message priority and message type. Fill out the title and body of the message.



4. Select Contacts



<p>5. Review/edit the settings</p>		<p>6. Send notification or save as notification template for later use.</p>	
<p>7. If notification template is available select the 'notification templates' subtab.</p>		<p>8. To send notification select the checkbox next to it and click send. (only if possible)</p>	

9. If a user is unable to send a notification via phone app or browser, they can contact the Everbridge Operator by calling 1-877-220-4911. Everbridge operators are available 24 hours x 7 days a week x 365 days a year.



**Global Direct Emergency**  
**+1 818-230-9797**

**U.S. & Canada Toll-Free Emergency**  
**877-220-4911**

**United Kingdom Toll-Free Emergency**  
**0800-098-8273**

**Germany Toll-Free Emergency**  
**0800-181-9027**

**France Toll-Free Emergency**  
**0-805-08-06-13**

**Spain Toll-Free Emergency**  
**900-83-88-75**